



METROPOLITAN
TRANSPORTATION
COMMISSION

Agenda Item 2a

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
TEL 510.817.5700
TTY/TDD 510.817.5769
FAX 510.817.5848
EMAIL info@mtc.ca.gov
WEB www.mtc.ca.gov

Amy Rein Worth, Chair
Cities of Contra Costa County

Dave Cortese, Vice Chair
Santa Clara County

Alicia C. Aguirre
Cities of San Mateo County

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U.S. Department of Housing
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Steve Fleming
Executive Director

Ann Fleming
Deputy Executive Director, Policy

Andrew B. Premier
Deputy Executive Director, Operations

ADMINISTRATION COMMITTEE

December 11, 2013
MINUTES

Attendance

Committee Chair Tissier called the meeting to order at approximately 9:51 a.m. Committee members present were: Committee Vice Chair Wiener, Commissioners Campos, Dodd, Glover and Pirzynski. Commission Chair Worth was present as an Ex-Officio voting member. Other Commissioners present as ad hoc non-voting members of the Committee were: Giacomini, Haggerty, Halsted, Mackenzie and Spering.

Item 2: Consent Calendar:

Upon the motion of Commissioner Dodd and second by Commissioner Pirzynski, the following items on the Consent Calendar were approved unanimously.

Item 2a: Minutes

The Committee received and approved as written the meeting minutes of November 13, 2013.

Item 2b: Monthly Financial Statements

The Committee received the following monthly unaudited financial reports for the month of October: Report of Operating Income for FY 2013-14 as of October 2013; Report of Operating Expenditures for FY 2013-14 as of October 2013; Report of Capital Projects for FY 2013-14 as of October 2013; Life to Date Federal Grants Budget as of October 2013; Report of Clipper[®] Operating and Capital Budgets as of October 2013; Disbursement Reports as of October 2013; Capital Projects Disbursement Report as of October 2013; and Clipper Projects Disbursement Report as of October 2013. For the month of October 2013, the monthly financial report listed one (1) purchase order executed in the amount of \$100,000 and under and eight (8) purchase orders executed by the Executive Director between \$2,500 and \$55,000.

The Committee also received a comparison of the budget vs. actual plus encumbrances, including salaries and benefits through October 2013.

Item 2c: Investment Report

The Committee received the Investment Report for the month of October 2013.

Item 2d: Contract Amendment – StreetSaver® Training and Guidance Services: Nichols Consulting Engineers, Chtd. (\$320,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Nichols Consulting Engineers, Chtd. (NCE) to provide computer training and seminars related to StreetSaver pavement management software and technical expertise in developing and maintaining PMS concepts, projection models and calculation engines. The Chief Financial Officer was directed to set aside funds in an amount not to exceed \$320,000 for such contract amendment.

Item 3: Other Business/Public Comment/Adjournment

There being no further business or public comment, the meeting was adjourned at approximately 9:53 a.m. The next Committee meeting date will be on January 8, 2014 at 9:35 a.m. in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.